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Medical Record Administration

College of Associated Health Professions
The University of Illinois at Chicago

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A Career in Medical Record Administration

Medical record administration is concerned with the development, implementation, maintenance, and administration of systems for capturing, storing, retrieving, and releasing patient health information.

A medical record administrator:

1. Obtains complete records on individual patients from each member of the professional staff (surgeons, pathologists, nurses and others).
2. Collaborates with administration, finance, and the health care team to insure accurate, complete, and timely clinical information.
3. Designs medical record forms and data abstracts to facilitate collection of information required to render quality patient care and fulfill requirements of regulatory agencies.
4. Provides medical information to qualified users through the development and use of manual or electronic data processing systems.
5. Develops and maintains a record retention and retrieval program capable of making each record immediately available.
6. Assists the health care team in monitoring the utilization of health care facilities and the quality of patient care provided through the development and maintenance of a quality assurance program.
7. Analyzes and classifies records to compile health care data for planning and research purposes.
8. Selects, trains and supervises subordinate personnel.
9. Performs administrative duties, such as preparing budgets for the medical record service, selecting office equipment or supplies to be purchased; and developing procedures and position descriptions.
10. Safeguards confidential patient information by developing release of information policies which conform to state and federal statutes.

CURRICULUM

The Medical Record Administration curriculum is made up of courses related to the study of medicine and medical record administration, usually completed concurrently. Professional course work leads to the Bachelor of Science in Medical Record Administration. The program is accredited by the Committee on Allied Health Education and Accreditation of the American Medical Association in cooperation with the American Medical Record Association. Graduates are eligible to apply to write the registration examination offered by the AMRA for the credential of registered record administrator.

V. Department of Medical Record Administration Course Descriptions

MR 311 **Introduction to the Medical Record Profession** (Intro. MRP)
Orientation to the medical record profession, its history, membership, certification, and association structure. Discussion of the basic functional role of the hospital medical record department. (1 credit)

MR 315 **Medical Terminology - (MT)**
Study of the roots, prefixes, and suffixes of medical and surgical terms: study of clinical laboratory tests and basic pharmacology; practice in pronunciation of medical terms. (4 credits)

MR 320 **Documentation and Analysis of the Medical Record I - (D & A MR 1)**
Study of the uses, content, and format of the medical record, assembly, quantitative analysis, the problem-oriented medical record, JCAH requirements for record content and introduction to forms design. Laboratory practice for proficiency. (3 credits)

MR 322 **Documentation and Analysis of the Medical Record II - (D & A MR II)**
Qualitative analysis, abstracting systems, record linkage, and automated medical information retrieval. Techniques and capabilities of word processing. Continuation of forms design and control. Laboratory practice for proficiency. (4 credits)

MR 323 **Health Record Management - (HRM)**
Study of record filing and retrieval systems and their applications; micrographics; numbering systems; and record retention policies and procedures. Review of content, format, and maintenance requirements of various indexes and registers. Directed practice for proficiency. (3 credits)

MR 325 **Organization of Health Care Facilities (OHCF)**
Introduction to the organization of various types of health care facilities; the history of hospital development; classification of hospitals; the responsibilities of the governing board; chief executive officer; the medical staff; and an examination of clinical and support services. Study of accreditation and licensing requirements for each type of health care delivery system. (3 credits)

MR 330 **Legal Aspects of Medical Records - (LAMR)**
Study of principles of law, confidentiality and ethics, and their application in the health care field with particular reference to all phases of medical record practice. Laboratory practice for proficiency. (3 credits)

MR 334 **Nomenclatures and Classification Systems (NCS)**
The history and application of various nomenclatures and classification systems, coding, indexing, and retrieval of information using these systems. Introduction to basic principles of coding with ICD-9-CM. Laboratory practice for proficiency. (4 credits)

MR 336 **Collection and Analysis of Data - (CAD)**
Definition and calculation of hospital service assigment and statistics, vital statistics, and public health statistics; statistical reporting requirements; study of health data systems. Laboratory practice for proficiency. (2 credits)

MR 338 **Applied Fundamentals of Medical Science (AFMS)**
Study of disease processes by body system, including cause, treatment, and management for appropriate clinical classification and analysis. (3 credits)

MR 340 **ICD-9-CM Coding and Reimbursement Procedures (Coding)**
Advanced practice in using source documents in disease/operation classification; application of the ICD-9-CM classification to the hospital reimbursement process; sequencing methods, DRGs; procedures for data quality control. Laboratory practice for proficiency. (3 credits)

MR 342 **Quality Assurance - Patient Care - (QA)**
The role of quality assurance programs in health care facilities, their components and methodologies. Review of state, federal, regulatory and accreditation requirements for QA activities. Emphasis is placed on the medical record practitioner's role in patient care appraisal, utilization review, and risk management activities. Directed practice for proficiency. (3 credits)

MR 355 **Special Health Records and Registries - (SHR)**
Study of special registries for diagnoses, injuries and other special patient care classifications. Record requirements and forms design of ambulatory health facilities, long term care, mental health facilities and special health care units are explored. Directed practice for proficiency. (3 credits)

MR 362 **Organization and Administration - (O & A I)**
Principles of management with emphasis on theory and leadership styles, the functions of planning, organizing, actuating, and controlling as applied to effective operation of health information systems. (4 credits)

MR 363 **Organization and Administration - (O & A II)**
Emphasis on the controlling and budgeting aspects of management; union-management relations; finance; policy formulation; impact of the corporate structure on health care delivery; productivity measurements. (4 credits)

MR 365 **Computers in Health Care - (CHC)**
Topics in electronic data processing methodology and equipment; applications of computers in health record linkage, storage, and retrieval; system security. Directed practice for proficiency. (4 credits)

MR 368 **In-Service Education - (ISE)**
An analysis of the teaching model; the adult learner, instructional methods and media; and evaluation processes. (2 credits)

MR 370 **Principles of Research - (PR)**
A review of basic descriptive and inferential statistics and data representation. The principles of research design, formulation, and sampling techniques. (1 credit)

MR 371 **Applied Research Design - (ARD)**
Continuation of research methodologies and application to health information systems. (1 credit)

MR 372 **Health Information Research - (HIR)**
Student project applying research principles and methodology to actual health information systems and situations. (1 credit)

MR 378 **Human Resource Management - (HR MGMT)**
Case studies in communication, motivation, and leadership of health care industry personnel. (2 credits)

MR 379 **Current Issues in Health Care - (CIHC)**
Discussion of issues of current relevance to the development of the medical record profession. (2 credits)

MR 380 **Facilities Design and Equipment - (FDE)**
Principles of office layout and design; office safety; selection of office furniture and equipment; flow charting and systems design. (3 credits)

MR 385 **Management Affiliation - (MA)**
Supervised activities in an affiliated health care facility designed to develop insight, understanding and skill in medical record practices, procedures and administration. (4 credits)

AM 320 **Medicine and Surgery - (M/S)**
Introduction to the medical management of disease processes. The history of medicine, drugs, and medications; nutrition; allergies and dermatological conditions; congenital anomalies; hematology; thoracic conditions; cardiovascular and pulmonary disease; renal disease; neoplasms; endocrine disease; infectious disease; rheumatic disease; diseases of the gastrointestinal tract; and the administration of anesthesia. (2 credits)

AM 323 **Pathology - (Path)**
Mechanisms of disease, structural, and functional changes that accompany disease processes. Tissue reaction to injury, inflammatory process, and healing in cardiovascular disease, renal disease, neoplasms, congenital disorders, autoimmune and metabolic disorders. (2 credits)

Applications

Application forms and credentials (transcripts and letters of recommendation) must be complete and on file by January 15 of the year of intended enrollment. Forms and information concerning admission requirements and procedures should be requested from:

Office of Admissions and Records
The University of Illinois at Chicago
1737 West Polk St., Room 204
Chicago, Illinois 60612

Admission Requirements

Besides the listed prerequisites, applicants must have a 3.0 grade point average based on a 5.0 scale, earned while carrying a full course load. Special attention is paid to academic performance in courses requiring problem-solving and communication skills, anatomy and physiology. Applicants should understand the professional medical record administrator's responsibilities, show maturity, and have the capacity to work with people and direct the work of others.

Specifice course requirements include:

1. *English:* Freshman rhetoric and composition, verbal communication, or equivalents (2 courses). Successful completion of a proficiency examination fulfills this requirement.
2. *General Education Sequence:* Approved general education sequences (one year's course work at an introductory level) in biological sciences, humanities and social sciences.
3. *Human Anatomy and Physiology:* Lecture and laboratory course(s) surveying the structure and functions of the human body.
4. *Statistics:* A course in statistics for research.
5. *Electives:* Sufficient electives to complete the required credit hours for junior standing exclusive of physical education. Recommended electives include speech, business communications, research methods, data processing, economics, national government and parliamentary procedure.

Additional Information

Requests for additional information should be directed to:

Head, Department of Medical Record Administration
College of Associated Health Professions
The University of Illinois at Chicago
808 South Wood St., Room 164
Box 6998
Chicago, Illinois 60612
(312) 996-3530

Urban Health Program

The University of Illinos at Chicago Urban Health Program represents a major effort to increase minority student enrollment in schools and colleges on the campus and to improve health care services in Chicago's underserved communities. As one of its services, the College of Associated Health Professions-Urban Health Program staff offers assistance in academic planning and career selection to prospective students. Those seeking advisement should contact:

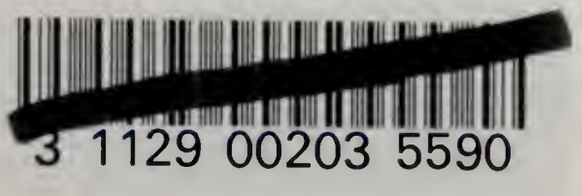
Coordinator, Urban Health Program
College of Associated Health Professions
The University of Illinois at Chicago
Box 6998
808 S. Wood St.
Chicago, Illinois 60680
(312) 996-2085

Equal Opportunity

The policy of The University of Illinois at Chicago is to comply fully with applicable Federal and State Nondiscrimination and Equal Opportunity Laws, Orders and Regulations. The University of Illinois will not discriminate in its programs and activities against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, handicap, unfavorable discharge from the military, or status as disabled veteran or veteran of the Vietnam era. This nondiscrimination policy applies to admissions, employment, and access to and treatment in University programs and activities.

For additional information on the equal opportunity and affirmative action policies of The University of Illinois at Chicago, please contact: Assistant to the Chancellor, 2603 University Hall, Building, P.O. Box 4348, Chicago, Illinois 60680. (312) 996-8670.

This brochure is for your information; it is not a contract. The information was current at the time of publication. Programs listed are subject to change and individual departments should be contacted for more information.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